



*State of North Carolina*  
*Department of Public Safety*  
*Prisons*

Chapter: F  
Section: .1100  
Title: **Transporting Offenders**  
Issue Date: 07/13/21  
Supersedes: 03/18/20  
Expiration: Policy Revision Publication

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## INTERIM POLICY & PROCEDURE

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**The purpose of this interim policy is to make a change to a policy prior to the annual review date. The interim policy will be incorporated into the actual policy during the next annual review. All interim policies shall be updated no more than six months past the annual review date.**

### CURRENT LANGUAGE

.1103 Certified Staff to Offender Ratio

- (a) Custody Levels. Under normal circumstances, the following certified staff to offender ratio should be utilized in these custody categories. Based on the individual situation, additional security precautions may be authorized.
  - (1) Close Custody. Two certified staff with one or more offenders.
  - (2) Medium Custody. One certified staff member with one offender; two certified staff with two or more offenders.
  - (3) Minimum Custody. Staff to offender ratio shall be determined by facility head or designee.
- (b) Control Status. Under normal circumstances, the following certified staff to offender ratio should be utilized in these control categories. Based on the individual situation, additional security precautions may be authorized.
  - (1) High Security Maximum Control. Two certified staff members with one offender. More than one offender will require two certified staff in the security vehicle and two certified staff in a chase vehicle.

### NEW LANGUAGE

.1103 Certified Staff to Offender Ratio

- (c) Custody Levels. Under normal circumstances, the following certified staff to offender ratio should be utilized in these custody categories. Based on the individual situation, additional security precautions may be authorized.
  - (1) Close Custody. Two certified staff with one or more offenders.
  - (2) Medium Custody. Two certified staff with one or more offenders.
  - (3) Minimum Custody. Staff to offender ratio shall be determined by Warden or designee.

- (d) Control Status. Under normal circumstances, the following certified staff to offender ratio should be utilized in these control categories. Based on the individual situation, additional security precautions may be authorized.
- (1) High Security Maximum Control. Three certified staff members with one offender with two certified staff in the security vehicle and one in a chase vehicle. More than one offender will require two certified staff in the security vehicle and two certified staff in a chase vehicle.

**SUMMARY:**

- Change to .1103(c)(2) addressing number of staff required to transport a medium custody offender.
- Change to .1103(d)(1) addressing number of staff required to transport HCON offenders.

**FILING:**

This Interim Policy will be filed in the Power DMS system and on the Prisons web page along with the original policy.

**RESPONSIBILITIES:**

The Director of Operations is responsible for ensuring the content of this interim policy and procedure is included in a revised policy and updated through the annual review process.

  
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Commissioner of Prisons

July 13, 2021  
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Date

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